

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG PROVINCIAL TREASURY**

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 03 May 2017
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

- POST 15/43** : **AUDITOR: RISK AND COMPLIANCE AUDIT**
Directorate: Auditor Risk and Compliance Audit
- SALARY** : R281 418 per annum (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Relevant Bcom degree (NQF7) or National diploma, with 3 years audit experience.
- DUTIES** : Documents system description and prepare flowcharts. Prepare audit programmes. Execute audit programmes compile and reference audit working papers. Review working papers and referencing prepared by trainees and assistant auditors. Liaise with team leaders at the planning, execution and reporting phases of each internal review. Compile the audit findings and prepare draft audit report. On the job mentoring/coaching motivating and training of other team members. Contribute expertise and industry knowledge to ensure value is added to the client and GAS. Liaise and inform the supervisor regularly on the progress of the audit Comply with GAS admin requirements Maintain accurate time records.
- ENQUIRIES** : Ms Baleseng Sedibe, Tel no: (011) 227 9000

DEPARTMENT OF HEALTH

- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

- POST 15/44** : **CLINICAL MANAGER (MEDICAL) GR.1 REF NO: S/000496**
Directorate: Medical
- SALARY** : R981 093.-1 088 862 per annum (All inclusive package)
CENTRE : Bertha Gxowa Hospital (Germiston)
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 4 years appropriate experience In Clinical Management after registration with the HPCSA as Medical Practitioner.
- DUTIES** : Managing clinical services to the entire department in the hospital accordance with the departmental standards, including after hours, night duty and overtime as allocated by the CEO Training community service doctors as well as performance management and ongoing evaluation of quality services. Conduct clinical audits. Ensure compliance with National Core Standards requirements or any other requirements. Must be prepared to work under pressure.
- ENQUIRIES** : Dr.N.N. Mtshali-Hadebe, Tel no: (011) 089 8567
APPLICATIONS : Applications must be delivered to: Chief Executive Officer, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400.
- CLOSING DATE** : 28 April 2017
- POST 15/45** : **DEPUTY DIRECTOR: COMMUNICABLE DISEASES, EPIDEMIC PREPAREDNESS RESPONSE AND SURVEILLANCE, REF NO: 000510**
Directorate: Public Health
- SALARY** : R612 822 per annum (All inclusive remuneration package)
CENTRE : Central Office
REQUIREMENTS : An appropriate Degree in Health Sciences (or equivalent qualification) plus 5 years credible relevant experience in communicable disease control and the expanded programme on immunisation. Academic and practical understanding of communicable disease control, surveillance and epidemic preparedness and response systematic approach. Must have worked in a management capacity in the public health field for more than 5 years. Willingness to travel long hours throughout the Province. A valid driver's licence. Competencies needed: Excellent communication (written, verbal, presentation and liaison skills. Skills in preparations for national campaigns, management of disease outbreaks and training of staff. Project management skills. Ability to function independently. Proficient in Microsoft office in particular word, and power point .Coordination and negotiations skills. Ability to solve problems. A high level of diligence and commitment in ensuring that all duties are performed within tight timeframes and the outputs are of the required quality. Knowledge of the Batho Pele Principles. An ability to supervise.
- DUTIES** : Manage, prevent and control the occurrence of emerging and re-emerging infectious diseases. Strengthen epidemic preparedness and response, conduct monitoring and evaluation in all districts. Prepare for and conduct campaigns for communicable disease control. Liaise with various directorates, governmental departments, private sector and non-governmental organisations.
- ENQUIRIES** : Ms. Innie Mokoena, Tel no: 082 4393 9833/(011) 355 3316
APPLICATIONS : The Recruitment and Selection Section, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, or hand-delivered to 37 Pixley Seme Street (former Sauer Street), Bank of Lisbon Building, Johannesburg or apply online at www.gautengonline.gov.za
- CLOSING DATE** : 05 May 2017
NOTE : All shortlisted candidates will undergo a compulsory test to determine their report writing abilities.
- POST 15/46** : **DEPUTY DIRECTOR: PRIMARY HEALTH CARE RE-ENGINEERING (CHWS, WBOTS AND EPWP) PROVINCIAL COORDINATOR REF NO: 000505**
Directorate: District Health Service
- SALARY** : R612 822 per annum (All inclusive package)
CENTRE : Central Office
REQUIREMENTS : Degree or National Diploma in Health or Social Science. A minimum of 5 years' experience as Manager working in the DHS- (Primary Health Care Services). Extensive knowledge of Expanded Public Work Programme (EPWP), Community

Health Workers Programme (CHWP), and Ward based Outreach Teams (WBOT) and Training. Knowledge of the PFMA and the South African Qualification Authority (SAQA) Training Framework. Project Management, research, and analytical skills. A valid driver's licence, computer literacy and registration with a Professional Body will be an added advantage.

DUTIES : Key Performance Areas: Coordinate the implementation of the EPWP/ CHWP and WBOT in the Province. Lead the EPWP social sector and coordinate the Ward Based structures. Liaise with relevant stakeholders in the EPWP sector and WBOT. Manage and Supervise the EPWP and WBOT Coordinators in the five Districts. Coordinate the EPWP Training in line with SAQA framework and develop the EPWP participant's career exit strategy. Maintain the implementation of Sound Financial Management and effective communication in the EPWP social sector. Develop the EPWP annual business plan and allocate budget according to the EPWP key priorities.

ENQUIRIES : Mrs. F. Kgatoke, Tel no: (011) 355-3217
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified or apply online by visiting www.gautengonline.gov.za
CLOSING DATE : 05 May 2017

POST 15/47 : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: 000433**
 Directorate: Tlamelong Clinic – Sub-district 1

SALARY : R465 939 per annum, plus benefits
CENTRE : Tshwane District Health Services
REQUIREMENTS : Basic R425 qualification, i.e. Diploma/Degree in nursing that allows registration with SANC as a professional nurse. Registration with SANC as a professional nurse and proof of registration. Must have a Post-basic qualification of a duration of one year in PHC, accredited with SANC. A Diploma/Degree in management or administration. A minimum of ten (10yrs) appropriate/recognizable working experience after registration with SANC as a professional nurse and a midwife. At least 5 years of the above-mentioned period must be appropriate/recognizable in administrative/management level. Strong leadership and supervisory skills. Sound knowledge of Public Service policies and guidelines including Code of conduct. Ability to work under pressure and meet deadlines.. Good written and verbal communication skills. Must possess conflict resolution skills. Ability to lead the PHC multidisciplinary team. The candidate must be computer literate (to be tested). A valid code 08 driver's license.

DUTIES : Provide optimal administrative, supervisory and operational direction to staff. Support the multidisciplinary team. Steer the implementation of the professional/legal framework and set standards Coordination of comprehensive, optimal and holistic nursing care services within the integrated PHC setting. Maintain ethical standards. Compile the annual business plan and operational plan. Effectively implement HR and Financial management policies and practices. Supervise and monitor the effective and efficient use of allocated resources. Adhere to National Core Standards prescripts. Support the efficient and effective achievement of the Ideal Clinic Realization Programme. Implement and support PHC Re-Engineering activities. Steer the development, implementation and monitoring of the Quality Improvement Plans (QIP), including those for patient adverse events. Attend to, and resolve complex issues challenging the PHC facility. Coordinate, support and monitor the effective and efficient data-management processes according to the DHIMS policy. Be available, as and when the need arises, including for emergency situations. Resolve conflicts as they arise. Apply effective staff discipline. Demonstrate innovation and pro-activity. Effectively liaise with internal partners and relevant external stakeholders to promote the multi-sectoral approach. Maintain professional growth and own self-development, and that of subordinates. Supervise and monitor staff performance in accordance with the Performance Management and Development System (PMDS). Coordinate and support training and research activities.

ENQUIRIES : Mrs. N.O Mataboge, Tel no: (012)451 9154
APPLICATIONS : Applications must be delivered to: The Fields Building, 427 Hilda Street, Corner Hilda & Burnett, Hatfield or post to P.O. Box 9514 Pretoria, 0001 or apply online at www.gautengonline.gov.za
CLOSING DATE : 28 April 2017

POST 15/48 : **OPERATIONAL MANAGER: NURSING SPECIALITY IN PAEDIATRIC AND HIGH CARE REF NO: 000494**
 Directorate: Nursing Administration

SALARY : R465 939 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital (Germiston)
REQUIREMENTS : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing: Child Nursing Science (Integrated Management of Childhood Illness certificate ,Management of Small and Sick New-born). Competencies/Knowledge/Skills: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies, guidelines and Paediatric Health Programmes.

DUTIES : Deputize the Assistant Manager in her absence. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Teach delegate, monitor and evaluate performance/appraise personnel. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping. Manage and monitor productivity and performance of employee's development. Manage licensing of staff with all the relevant professional bodies. Promote quality of nursing care as directed by the core standards. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facility. Provide comprehensive Neonatal and Paediatric ICU nursing care. Ensure effective and efficient coordination and integration of quality Health Care. Work as part of multi-disciplinary team on the supervisory level, to ensure good nursing care by the nursing team. Work effectively and amicably at the supervisory level, with the person of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Commissioning of the relevant units.

ENQUIRIES : Mrs. PZN. Mofokeng Tel. no: (011) 089 8540
APPLICATIONS : Applications must be submitted on a Z83 form, certified copies of CV, ID AND Qualifications to be attached. Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400. Failure to do so will lead to disqualification

CLOSING DATE : 28 April 2017

POST 15/49 : **OPERATIONAL MANAGER: NURSING: PSYCHIATRY REF NO: 000495**
 Directorate: Nursing Psychiatry

SALARY : PNB 3 R465 939 or PN-A5 R367 815 per annum plus benefits
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in Advance Psychiatric Nursing Science. PN-B3 A minimum of 9 years appropriate \ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council, in General Nursing. Diploma /degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate \ recognizable experience after obtaining the one year post basic qualification in Advance Psychiatric Nursing Science. PN-A5 A minimum of 9 years appropriate \ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council, in General Nursing. Diploma in Psychiatry Nursing Science. Diploma /degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate \ recognizable experience in a Psychiatric

	:	Ward. Post basic qualification will be an added advantage. Knowledge of Mental Health Care Act, PFMA and other Public Sector 46 Regulations and Legislative Framework. Strong leadership, good communications and sound interpersonal skills are necessary. Computer literate. Verified proof of experience.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and a professional legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinates
<u>ENQUIRIES</u>	:	Mrs PZN Mofokeng Tel no: (011) 089 8540
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Bertha Gxowa Hospital, Angus Street Germiston or posted to Private Bag X1035, Germiston, 1400
<u>CLOSING DATE</u>	:	28 April 2017
<u>NOTE</u>	:	Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>POST 15/50</u>	:	<u>ASSISTANT MANAGER: QUALITY ASSURANCE REF NO: 000492</u> Directory: Quality Assurance
<u>SALARY</u>	:	R465 939 per annum (plus benefits)
<u>CENTRE</u>	:	Bheki Mlangeni District Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of Government Notice 425 Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 8 years appropriate experience in nursing after registration with SANC as professional Nurse. At least 3 years of the period referred to the above must be appropriate recognizable experience at management level. A valid driver's license. Computer Literacy. Person Profile: Strong interpersonal relations. Ability to interact with all management levels, external stakeholders and patients. Excellent verbal and written communication. Ability to locate and analyze data, Conflict and performance management. Project Management and Financial Management skills. Personal responsiveness, proactive, professionalism, accuracy, flexibility, initiative and cooperative.
<u>DUTIES</u>	:	Manage the clinical audits system. Ensure the effectiveness and sustainable implementation and management of the National Quality Assurance policies and procedures. Develop and co-ordinate the appointment and the activities of Quality Assurance Committee. Analyze the M&M report for the hospital and make recommendations to the CEO. Conduct Quality Assurance risk management process. Coordinate the reporting and investigation of serious adverse events in the hospital. Ensure compliance to National and Provincial Clinical guidelines including the Ministers 6 key quality priorities, train the employees in implementing National Quality Core Standards, and ensure that all employees are following the required national core standards, manage the programme of Customer Care in the hospital by putting in place the system for complaints management, client satisfaction surveys and providing information to the service users, marketing the services to the communities. Be part of the institutional Quality Assurance forum.
<u>ENQUIRIES</u>	:	Mrs. R.S Mabyana: Tel no: (011) 241-5792
<u>APPLICATIONS</u>	:	Applications must be filled on a Z83 accompanied by certified copies of certificates and ID documents. Applications may be submitted to Bheki Mlangeni District Hospital, P O Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za .
<u>CLOSING DATE</u>	:	28 April 2017
<u>POST 15/51</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (HAST) REF NO: 000497</u> Directorate: HIV/AIDS/STI&TB
<u>SALARY</u>	:	R367 815 per annum (Plus Benefits) – OSD Post
<u>CENTRE</u>	:	Tshwane District Health Services
<u>REQUIREMENTS</u>	:	Minimum Qualifications: Diploma/Degree in nursing that allows registration with SANC as a professional nurse. BA Degree in either nursing or any other health related qualifications. A minimum of 5 years' working experience within the HAST environment. Experience in co-coordinating, supporting and monitoring of the HAST programme within the sub-districts and at facility level. Knowledge and understanding of the HAST NdoH strategic documents. Knowledge and understanding of the HAST Performance Indicators. Advanced presentation and

facilitation skills. Advanced communication skills. Ability to function within an integrated diverse multi-sectoral team. A valid Code 8 driver's license. Advanced computer literacy. Ability to function under pressure.

DUTIES : Coordinate and support the implementation of the integrated Hast Programme at PHC facilities, Hospitals, Specialized institutions and Correctional services. Coordinate the implementation of Hast related National Policy Guidelines including the 90%-90%-90% strategies. Identify and support key populations including LGBTIs, Sex-workers and other identified vulnerable groups. Participate during development of the Annual Hast Business, Operational Plan and Annual Performance Plan documents. Support facilities towards regular monitoring and evaluation processes of the integrated Hast Programme. Liaise with all key partners supporting the integrated HAST Programme. Compile monthly, quarterly, and progress reports. Attend meetings and workshops. Support the HAST Deputy Director.

ENQUIRIES : Dr Jude Omeh, Tel no: (012) 451 9154

APPLICATIONS : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001, or apply online at: www.gautengonline.gov.za

CLOSING DATE : 28 April 2017

POST 15/52 : **ASSISTANT DIRECTOR: DISTRICT HEALTH SERVICES SUPPORT (PHC REENGINEERING (CHW/EPWP) TRAINING COORDINATOR) REF NO: 000506**
Directorate: District Health Service Support

SALARY : R311 784 per annum (Plus Benefits)

CENTRE : Central Office

REQUIREMENTS : Degree or National Diploma in Health or Social Science. Project Management, research, and analytical skills. Experience in the Health Sector. A minimum of five (5) years' experience in health services, transformation and change management. Proof of registration with a professional body will be an added advantage, computer literacy and driver's licence. Core management competencies: Planning and Organizing work to achieve objectives that meet service standards. Applying problem solving strategies as a manager in the public service. Managing own performance and development. Planning service delivery to meet client expectations and communicating as a manager in the public service.

DUTIES : Key Performance areas: Coordination of Community Health Workers (CHWs) and Expanded Public Works Programme (EPWP). Ensuring standardization of all training programmes in order to meet the minimum National standard. Develop annual training plans for the programme aligned to the departmental needs. Facilitation of Programme training and development. Liaise with expert subject matters and specialists in the department to develop the training programmes. Develop assessment tools and assess prospective learners on programmes to be attended. Coordinate the management of training information. Compile a comprehensive data base for all learners and training programmes. Ensure safe keeping of all physical and manual training records. Monitor and evaluate CHW/EPWP training programmes. Conduct skills audit and training needs analysis. Conduct an action research on the impact of the training for the beneficiaries. Develop partnerships and networks with relevant stakeholders. Support the activities of working closely with health programmes chief directorates and Human Resource Development and Employee wellness chief directorate in Central Office and Districts. Liaise with higher Education and Training Institutions through HRD directorate. Maintain liaison on training issues with HWSETA. Support activities that support procurement of accredited training providers and training that will enhance access to primary health care services. Support the process of liaison and coordination of specific health system components across the province including liaison with key stakeholders (Local Government, NGOs, Traditional Health practitioners etc.) Assist the Deputy Directors DHSS and EPWP with the trainings that support district health systems development with specific focus on PHC Reengineering, EPWP and implementation of NHI.

ENQUIRIES : Mrs. F. Kgatoke, Tel No: (011) 355-3217

APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified or apply online by visiting www.gautengonline.gov.za

CLOSING DATE : 05 May 2017

POST 15/53 : **ASSISTANT DIRECTOR: DISTRICT HEALTH SERVICES SUPPORT/PHC REENGINEERING & NHI SUPPORT REF NO: 000509**
Directorate: District Health Service Support

SALARY : R311 784 per annum (Plus Benefits)
CENTRE : Central Office
REQUIREMENTS : Degree or National Diploma in Health or Social Science. Project Management, research, and analytical skills. Experience in the Health Sector. A minimum of five (5) years' experience in health services, and transformation management. Computer literacy and valid driver's licence. Registration with a professional body will be an added advantage. Core management competencies: Planning and Organizing work to achieve objectives that meet service standards. Applying problem solving strategies as a manager in the public service. Managing own performance and development. Planning service delivery to meet client expectations and communicating as a manager in the public service.

DUTIES : Key Performance areas: Ensuring support of access to primary health care services. Strengthen comprehensive Primary Health Care (PHC) in the province. Support the process of liaison and coordination of specific health system components across the province including liaison with key stakeholders (Local Government, NGOs, Traditional Health practitioners etc.) Liaison with priority programmes, district health information and ensure sustainability through capacity building. Assist the Deputy Director DHSS with district health system development with specific focus on support of the health districts on reviews, PHC package, district health plans, Ideal clinic assessments and realisation supervision and best practice.

ENQUIRIES : Mrs. F. Kgatoke, Tel no: (011) 355-3217
APPLICATIONS : The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified or apply online by visiting www.gautengonline.gov.za 05 May 2017

CLOSING DATE : 05 May 2017

POST 15/54 : **ADMINISTRATIVE CLERK REF NO: TRH 01/2017**
Directorate: Human Resource Management

SALARY : R142 461 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Grade 12 Certificate. Knowledge of Workload Indicators of Staffing Need (WISN) methodology is essential. Must be able to collect WISN data utilizing and WISN data collection tools from various categories of staff in the clinical areas. Thorough knowledge of World Health Organization (WHO) WISN Software is imperative. Must have knowledge of the World Health Organization (WHO), WISN manual and the Primary Health Care (PHC) normative Guides and Standards Government Gazette document. A Valid driver's licence. Computer literacy.

DUTIES : The incumbent of the post will be responsible for Capturing WISN data on the WISN Software and interpret the date categories; i.e identify gaps and errors and consult relevant source for correction where necessary. Compile, analyse, maintain and store large database & spreadsheets; i.e WISN, Occupation Specific Dispensation (OSD), etc. Follow up on progress in WISN study implementation. Assist and guide trained managers to conduct WISN studies in their units and facilities. Assist in conducting WISN Software training to various staff categories in the various Districts and hospital, and be able to assist with answer and resolve queries. Assist in HR activities such as Training and PMDS and other administrative related matters. Provide input for the improvement of HR administrative procedures, guideline and policies. Assist in the implementation of grade and pay progression. Assist in the monitoring and capturing of PMDS. Assist in facilitating training and monitoring the training budget.

ENQUIRIES : Mr MG Polo, Tel no: (012) 354 6816
APPLICATIONS : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

CLOSING DATE : 21 April 2017
NOTE : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the

Employment Equity target of the department. People with disability are encouraged to apply.

- POST 15/55** : **NETWORK CONTROLLER REF NO: TRH 02/2017**
Directorate: Information Technology and Communications
- SALARY** : R142 461 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : National Diploma in information technology/National Diploma in Financial Information/National Diploma information (Communication Networks). Breaking barriers to public service, Health management information system, National department and World Bank. 3 years working experience in Health environment IT. Knowledge of IT solution in the Health Environment.
- DUTIES** : The successful candidate will be responsible for managing and constantly monitoring continuous functioning of LAN and WAN connectivity. Provide technical support and maintain desktop and other hardware for all users in the department. Perform network troubleshooting and support. Install computer hardware, software and configure network devices, internet and email accounts for all user in the department and support facilities. Provide support to END-USER devices and transversal system i.e. BAS, SAP, PERSAL and SRM.
- ENQUIRIES** : Mr E Kleynhans, Tel no: (012) 354 6034
APPLICATIONS : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
- CLOSING DATE** : 21 April 2017
NOTE : The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- POST 15/56** : **ADMINISTRATION CLERK REF NO: 000500**
Directorate: Transport
- SALARY** : R142 461 per annum (plus benefits)
CENTRE : Masakhane Provincial Laundry and Cookfreeze Factory
REQUIREMENTS : Grade 10/12 or Equivalent. Drivers Licence EB compulsory. Ability to operate Computers. Words and Excel compulsory. Previous experience could be an advantage. Sound Human Relations, Communication, Planning and Organizing skills.
- DUTIES** : Supervision of Drivers. Plan vehicle use in line with service priorities. Arrange timeously services for vehicles. Renewal of petrol cards, before expiring date. Control of accident report if occur. Checking of road worthy of vehicles at least once a month. Liaise with relevant Officials at G-Fleet. Trip Authorizations forms to be completed by requesting a vehicle. Spot check on Drivers, if the proposed routes had been followed. Training of Drivers. Attending of meetings. General Admin duties e.g. Leave Applications, Evaluations of Performance quarterly of Drivers.
- ENQUIRIES** : Mr. Mosupyo Tel no: (012)-5646300
APPLICATIONS : Applications can be posted to: Human Resource, Masakhane Prov. Laundry and Cookfreeze Factory, Private Bag X6, Rosslyn 0200 or apply on line at: www.gautengonline.gov.za.
- CLOSING DATE** : 28 April 2017
NOTE : Applications Received after closing date and time, will not be considered. Applicants are respectfully informed that correspondence will be limited to shortlisting candidates only, and successful applicants may be subjected to various tests of abovementioned skills. Internal applicants will be given first preference. Applications must be submitted on Z83 form, obtainable from any Public Service Department, or website, which must be completed in full. A certify copy of ID document CV, and Qualifications must be attached. The reference number must be quote. Failure to comply with these instructions will disqualify applications to be processed. Due to the large number of applications we envisage to receive, if you do not receive any response with-in 2 months, please accept that your application was unsuccessful.

POST 15/57 : **LAUNDRY WORKERS (25) REF NO: 000501**
Directorate: Laundry Services

SALARY : R84 096 per annum (plus benefits)

CENTRE : Masakhane Provincial Laundry

REQUIREMENTS : Minimum ABET. Grade 10/12 Good Communication and sound Human Relations skills. Previous experience of 2 years will be advantage.

DUTIES : Will be expected to work shifts. Sorting, Washing, Ironing, Packing and Transportation of Linen to and from Hospitals and Clinic's. Loading and off loading of Trucks. Clean keeping of the Laundry Environment by following standard procedures. Ensure that Laundry Equipment and adequate supplies are properly maintained. More detailed job descriptions will be provided.

ENQUIRIES : Mr. Shittabane, Tel no: (012)-564 6300

APPLICATIONS : Applications can be posted to: Masakhane Prov. Laundry and Cookfreeze Factory Private Bag X6, Rosslyn, 0200

CLOSING DATE : 28 April 2017

NOTE : Due to the large number of applications we envisage to receive, if you do not receive any response within 2 months, please accept that your application was unsuccessful. Applications must be submitted on Z83 form, obtainable from any Public Service Department, or website, which must be completed in full. A certify copy of ID document CV, and Qualifications must be attached. The reference number must be quote. Failure to comply with these instructions will disqualify applications to be processed